

Mamut One Making Tax Digital VAT return Guide 2019

How to produce Making Tax Digital VAT Returns with Mamut One:

Version 1

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1) Key Notes

1.1. Read the latest version of Mamut MTD guide.

Always ensure you are using the most up to date version of this guide by visiting our download centre <https://www.visma.co.uk/downloadcentre>

1.2) Which version of Mamut to use with this guide?

This guide is for use with MBS Version 22.1 and Mamut Making Tax Digital (MTD) application,

The new VAT Return feature provides a simple and effective way to:

- Submit VAT returns directly to HMRC from Mamut if required or volunteered, under Making Tax Digital.

1.3) What is Making Tax Digital?

Starting in April 2019, the government's new Making Tax Digital (MTD) initiative will see important changes to the way in which businesses report their VAT information to HMRC.

MTD doesn't change what you submit to HMRC, it changes how you submit it.

MTD aims to provide businesses the ability to keep records of their income and expenditure digitally, and to send VAT summary updates to HMRC from their software. In turn this will provide a more timely, efficient and simpler tax system, reducing the likelihood of errors and giving businesses more certainty of their position throughout the year.

Who is affected?

From April 2019, VAT registered businesses (including self-employed and landlords) with turnover above the VAT registration threshold (currently £85,000) will have to:

- keep their records digitally (for VAT purposes only)
- provide their VAT return information to HMRC through Making Tax Digital compatible software

Smaller businesses will not be required to use the Making Tax Digital system, although they can do so voluntarily.

When Do You Need To Start?

Most businesses and organisations within the scope of Making Tax Digital will have to submit VAT returns from compatible software from the start of their first full VAT period starting on or after 1 April 2019.

Quarterly VAT Periods

The relevant dates for businesses starting MTD from 1 April 2019 that file VAT quarterly are:

FIRST MANDATORY MTD VAT RETURN PERIOD	DEADLINE FOR FIRST MANDATORY MTD VAT RETURN *
1 April 2019 - 30 June 2019	7 August 2019
1 May 2019 - 31 July 2019	7 September 2019
1 June 2019 - 31 August 2019	7 October 2019

*If making payments electronically, otherwise 31 July, 31 August, and 30 September.

Monthly VAT Periods

For businesses on monthly VAT periods, the first mandatory MTD VAT period will be 1 April - 30 April 2019, with a submission deadline of 7 June or 31 May 2019, depending on whether you pay electronically or otherwise.

1.4) What are the basic steps to Making Tax Digital?

If your company is required, or has volunteered, to submit VAT returns directly to HMRC from Mamut under Making Tax Digital, you will follow the process below:

What you will need to do?	When you will need to do it?
<p>Find out if and when to start MTD</p> <p>Check if and when your company will need to submit VAT returns under Making Tax Digital here.</p>	<p>As soon as possible</p> <p>You should check this as soon as possible. If in doubt about your status, contact your accountant or HMRC.</p>

<p>Sign-Up for Making Tax Digital</p> <p>Go online and sign up your company to MTD for VAT via the government website.</p> <p>HMRC will not automatically register your company for MTD even if it falls under MTD requirements.</p> <p>Online MTD registration must be completed before you can authorise Mamut to interact with HMRC on your behalf.</p> <ul style="list-style-type: none"> • Sign-up for MTD here. 	<p>Timing is important</p> <p>A business should not sign up for MTD until all its non-MTD VAT returns have been filed. After you have signed up, you cannot use the older VAT online services to send VAT returns.</p> <p>Importantly, businesses that pay VAT by Direct Debit cannot sign up in the 7 working days leading up to, or the 5 working days after sending a VAT return.</p> <ul style="list-style-type: none"> • HMRC will email you within 72 hours to confirm that you can submit returns using compatible MTD software.
<p>Authorise Mamut for MTD</p> <p>After your business has signed up for Making Tax Digital for VAT, you can authorise Mamut to interact with HMRC on your behalf.</p> <ul style="list-style-type: none"> • This quick and simple process takes just a few moments and is shown later in this guide. 	<p>After receiving HMRC sign up confirmation email</p> <p>Do not attempt to authorise Mamut for Making Tax Digital until HMRC's sign up confirmation email has been received.</p> <ul style="list-style-type: none"> • Once authorised, you can submit VAT returns directly to HMRC from Mamut.
<p>Submit your first MTD VAT return</p> <p>Prepare your VAT return using the new VAT Return feature.</p> <p>Once you are happy with your nine box values, submit them directly to HMRC from Mamut.</p>	<p>Within your normal VAT return deadline</p> <p>MTD does not change the timing of your VAT submission deadlines.</p>

1.5) When do you need the Mamut Making Tax Digital application?

We recommend you upgrade to Mamut Version 22.1 and install the Mamut MTD application as soon as you can. This will allow you time to prepare for your first MTD VAT submission at the end of the period.

However, some points to consider are:

- You do not need Mamut V22.1 or the Mamut MTD application in order to record transactions from 1 April 2019.
- You can upgrade to Mamut V22.1 and install the Mamut MTD application at any time prior to submitting your first MTD VAT return.

2. Key Preparation Steps.

Step 1. Make sure you have the latest version of MBS installed.

The Mamut MTD application will only work with MBS 22.1 or later versions of the software. You can check which version of the software you are currently on by clicking on **Help - About** within your Mamut application.

If you need to upgrade your Mamut system you can find full instructions. [Click Here](#)

Please check the system requirements of MBS 22.1 and make sure your operating system is compatible. [Click Here](#)

Step 2. Install the “Making Tax Digital” app

Download the Mamut MTD application from here: [Click Here](#)

Step 3. Apply for HMRC MTD credentials.

If you haven't already you will need to apply to HMRC for your business MTD credentials. [Click Here](#)

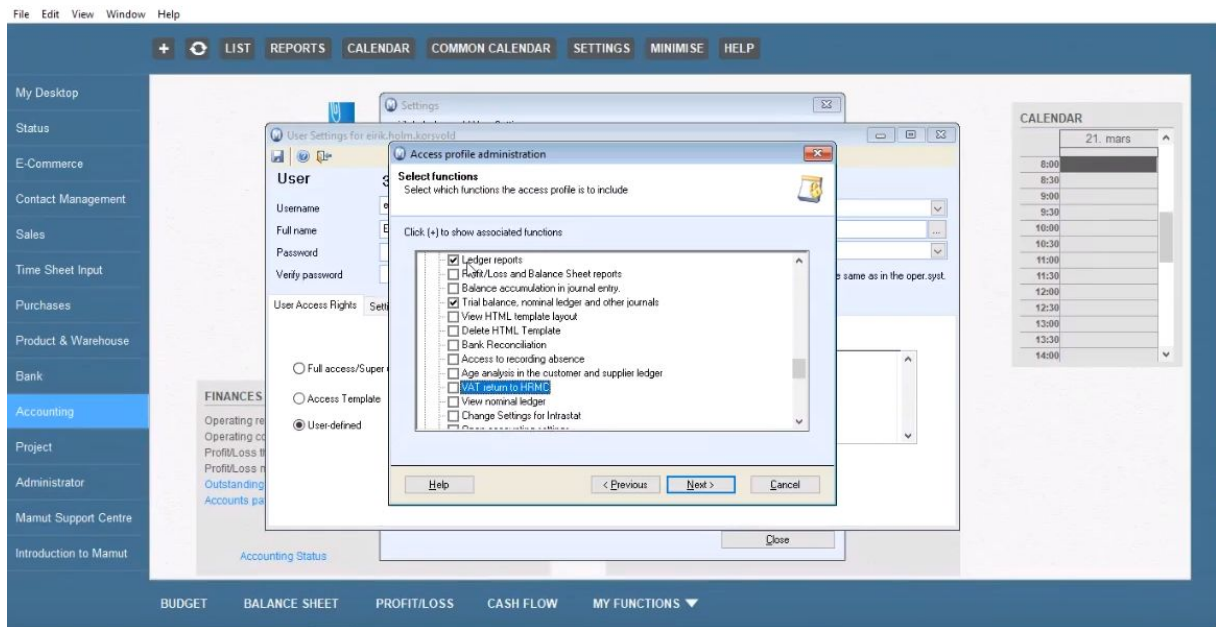
NB: A business should not sign up for MTD until all its non-MTD VAT returns have been filed. After you have signed up, you cannot use the older VAT online services to send VAT returns.

3. Mamut MTD application

3.1 Settings

To use the MTD application you will either have to be a super user in the software or have been granted access by a super user in the user settings.

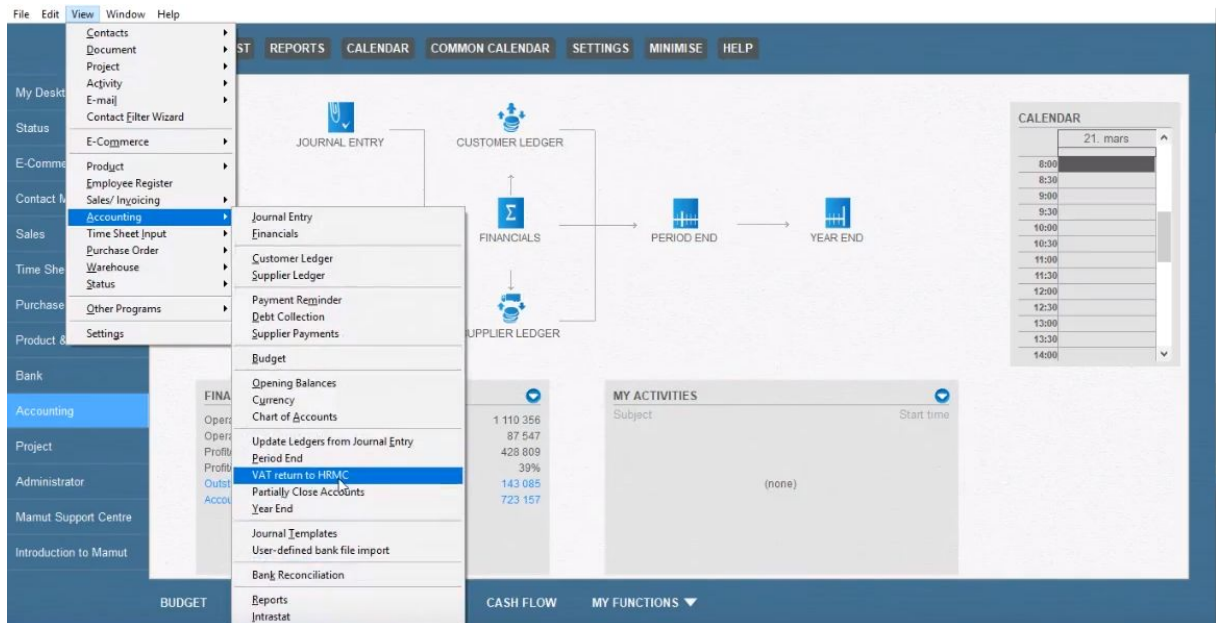
The setting can be found here. **View –Settings – User – User-defined –Define Access Profile - Next – Accounting – VAT return to HMRC**



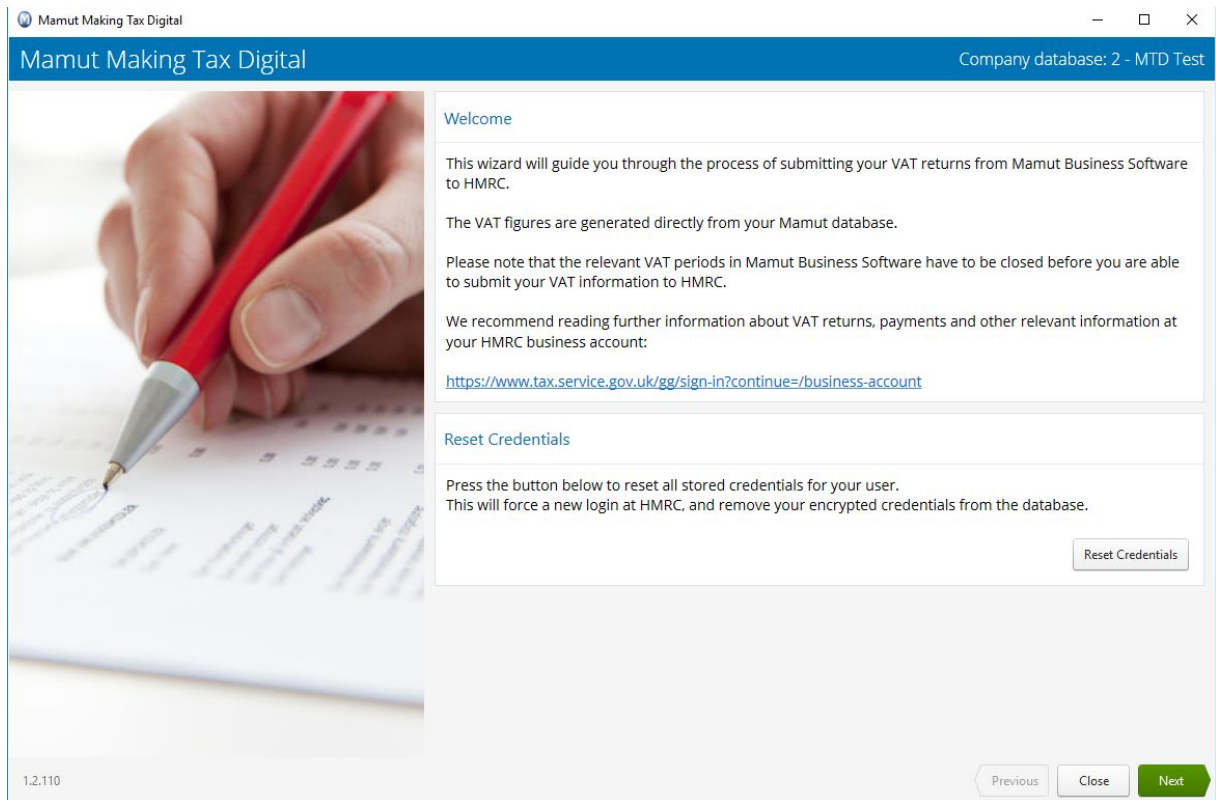
Please note that if you would like more than one user to have access to the Mamut MTD tool then they will need to download the Mamut MTD application onto their PC's as well and be granted access rights.

3.2 Opening the MTD application

You can access the MTD application by clicking on **View – Accounting – VAT Return to HMRC**



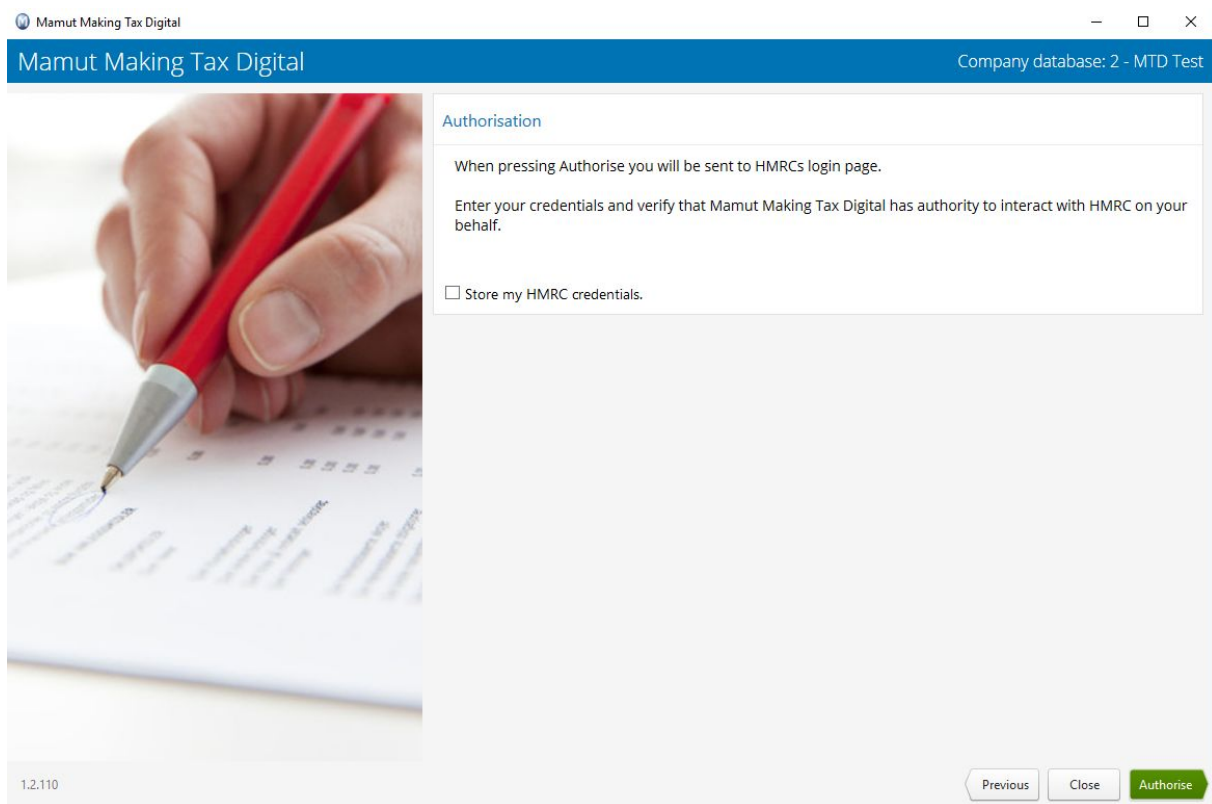
The MTD wizard will open for the company database you are currently in.



You can also see the company database you are working in on the top right hand side of the screen

The Mamut MTD application can store your HMRC credentials after your first log in to HMRC. If for any reason you would like to reset your credentials click on the reset credential button.

Click on **next**.



To store your HMRC log in credentials click on the **Store my HMRC credentials** checkbox.

Click on **Authorise**

You will now be taken to HMRCs authorization page where you can sign in with your HMRC MTD credentials. NB: If you haven't registered for MTD with HMRC you will need to do this as per step 3 in this guide.

3.3 Log in to HMRCs authorisation page

Authority to interact with HMRC on your behalf

Mamut One needs permission to interact with HMRC on your behalf. To grant this authority, you'll need to:

1. Sign in to your Government Gateway account.
2. Enter the 6 digit access code we'll send to your mobile phone, landline or other device.
3. You might need to confirm who you are by answering some security questions on, for example, your passport, P60 or other documents.
4. Grant authority for this software to interact with HMRC on your behalf.

This authority will last for 18 months. You can [remove this authority](#) at any time.

If you're an agent

To use the Making Tax Digital APIs, sign in with the user ID and password for your agent services account.

To use the APIs that pre-populate a Self Assessment return, sign in with the account that's enrolled for Self Assessment for Agents - it's the same account you use to access the HMRC agent portal.

Continue

BETA This is a new service – your [feedback](#) will help us to improve it

English | [Cymraeg](#)

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

Problems signing in

[I have forgotten my password](#)

[I have forgotten my Government Gateway user ID](#)

[Get help with this page](#)

Authority to interact with HMRC on your behalf

The Visma Mamut software application is requesting to do the following:

- View your VAT information
- Change your VAT information

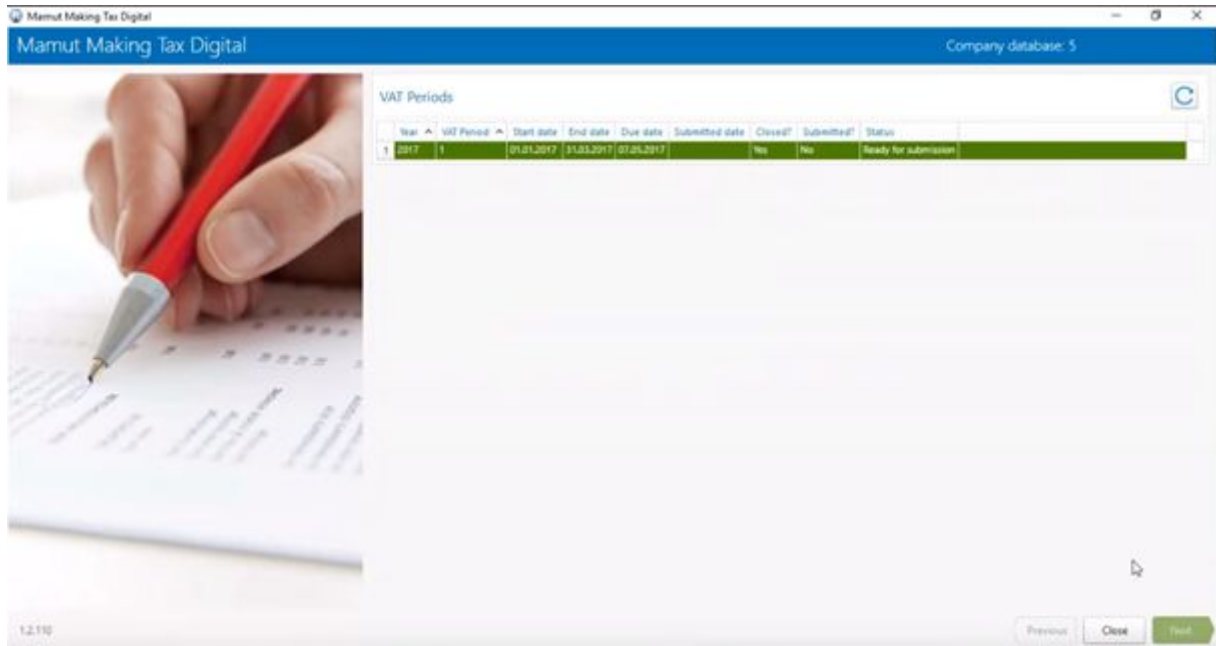
It will be able to do the above for 18 months from when you grant authority.

[Grant authority](#)

You can [remove this authority \(opens in a new tab\)](#) at any time.

3.4. List of your VAT periods and status

Once you have signed in and granted authority with your business credentials you will be taken back to the Mamut MTD application



In this screen you will see a list of your different vat periods and the status of your VAT submissions.

Please note that you have to close the accounting periods associated with the relevant VAT return in your Mamut database, before you can submit the relevant VAT return to HMRC

You can close your accounting periods by clicking on **View – Accounting – Period End**.

NB: Please note that once you close an accounting period in your Mamut system you cannot re-open it!

3.5 Submit VAT Return

If you click a VAT period this will take you to a new VAT return screen where you can see the VAT figures that will be submitted / have been submitted

Mamut Making Tax Digital

Company database: 5

Vat return 2017-1 Status: Ready for submission

1. VAT due in this period on sales and other outputs	72,622.04
2. VAT due in this period on acquisitions from other EC Member States	7,885.44
3. Total VAT due (the sum of boxes 1 and 2)	80,507.48
4. VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	37,585.44
5. Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)	42,922.04
6. Total value of sales and all other outputs excluding any VAT. Include your box 8 figure	380,615.00
7. Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure	237,427.00
8. Total value of all supplies of goods and related services, excluding any VAT, to other EC Member States.	15,555.00
9. Total value of all acquisitions of goods and related services, excluding any VAT, from other EC Member States	39,427.00

Confirm VAT Submission

When you submit this VAT information you are making a legal declaration that the information is true and complete. A false declaration can result in prosecution.

I confirm that I have read and understand the statement above.

1.2.110 Previous Close Submit

It is important that you review the numbers in the 9 boxes and make sure they are correct.

If you want to do any changes before submitting please go back into your Mamut database and make the necessary corrections.

NB: Please note that once you close an accounting period in your Mamut system you cannot re-open it!

Once you are happy with the VAT information to be submitted to HMRC you are required to check the **I confirm that I have read and understand the statement above** box before you click on submit.

NB - Once you have clicked on submit and sent your VAT return to HMRC you cannot resubmit it. Any amendments will have to be done on your next VAT return.

3.5 After you have submitted to HMRC

Once you press the submit button you will see the following screen.

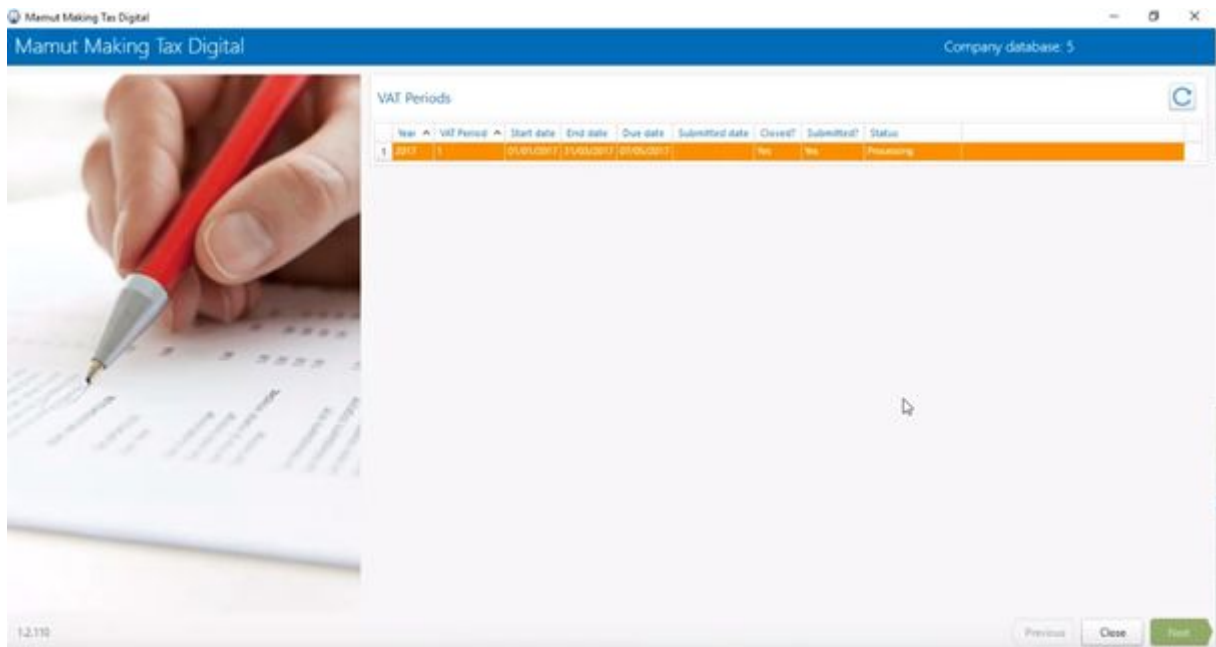
The screenshot shows the 'Mamut Making Tax Digital' interface. On the left is a background image of a hand writing on a document. The main area displays a VAT return for 2017-1 with the status 'Submitted'. A table lists various VAT-related figures. A modal dialog box titled 'VAT submitted' is centered on the screen, containing the message 'Submission successful' and an 'OK' button. Below the table, the 'HMRC Submission Info' section provides details: 'Successfully submitted by eirik.holm.korsvold on 21/03/2019 09:50:30', 'Processing date: 21/03/2019 09:50:30', 'Receipt ID: 3eab69bd-6266-4570-815f-1cb9cef5ab3a', 'Payment indicator: DD', and 'Form bundle number: 959673643256'. At the bottom right are 'Previous', 'Close', and 'Submit' buttons.

Vat return 2017-1		Status: Submitted
1. VAT due in this period on sales and other outputs	72,622.04	
2. VAT due in this period on acquisitions from other EC Member States	7,885.44	
3. Total VAT due (the sum of boxes 1 and 2)	80,507.48	
4. VAT reclaimed in this period on purchases and other inputs (including acquisitions from the EC)	37,585.44	
5. Net VAT to be paid to Customs or reclaimed by you (Difference between boxes 3 and 4)	42,922.04	
6. Total value of sales and all other outputs excluding any VAT. Include your box 8 figure	380,615.00	
7. Total value of purchases and all other inputs excluding any VAT. Include your box 9 figure	237,427.00	
8. Total value of all supplies of goods and related services, excluding any VAT, to other EC Member States.	15,555.00	
9. Total value of all acquisitions of goods and related services, excluding any VAT, from other EC Member States	39,427.00	

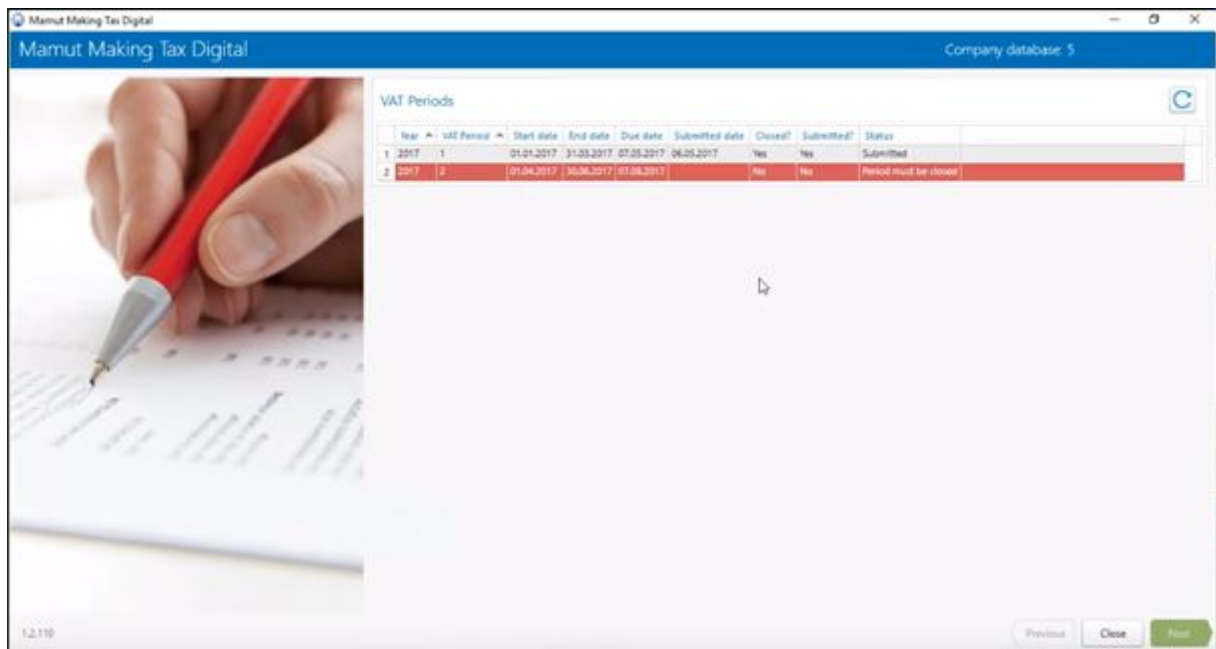
And the following submission information from HMRC

This screenshot is identical to the one above, showing the same VAT return table and submission information. The 'HMRC Submission Information' section is clearly visible, detailing the submission by eirik.holm.korsvold on 21/03/2019 at 09:50:30, with a receipt ID of 3eab69bd-6266-4570-815f-1cb9cef5ab3a, payment indicator DD, and form bundle number 959673643256. The 'Submit' button at the bottom right is highlighted in green.

Please note that it can take some time for HMRC to process your VAT return. While HMRC is processing your return you will see the status field labelled as 'processing' as per below



Once HMRC have processed your VAT return the status will change to 'Submitted' as per below



You have now completed your MTD VAT submission.

4. Support

If you require support please have a look at our Mamut One support pages on our web site: <https://www.visma.co.uk/mamutonesupport/> or contact support on 0207 153 0900 or email: support@mamut.co.uk